

Appendix D

SITE PWS TEMPLATE

PERFORMANCE WORK STATEMENT (PWS)

Project Title: Provide a short, descriptive title of the work to be performed.

Organization: Provide complete Customer/Agency name and address.

1.0 BACKGROUND

[Insert brief overview.]

2.0 SCOPE

[Provide clear program objectives of the proposed task order.]

3.0 REQUIREMENTS/TASKS/SERVICES

[Describe the specific performance requirements for all tasks covered by the PWS]

4.0 APPLICABLE DOCUMENTS

[List standards and policy documents relevant to work]

5.0 INCENTIVES

Incentives will be used? No ____ Yes____

[If "YES" complete the following – otherwise delete this section of text]

The following incentives are provided:

5.1

5.2

6.0 DELIVERABLES

The following deliverables are required (express these deliverables using CDRLs or in a table like the one shown below):

PWS Para Nr.	Description of Deliverable	Distribution	Format	When and how often

7.0 CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Required? ____ No ____ Yes

[If "YES" complete the following – otherwise delete this section of text]

The contractor shall meet the following requirements (provide references defining certification):

7.1

7.2

8.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The QASP is provided as Attachment 1.

9.0 PERIOD OF PERFORMANCE

[Complete using one of the samples provided or use your own wording as applicable]

The period of performance is _____ through _____.

<OR>

The period of performance is 12 months from date of task order award.

<OR>

The base period of performance is July 12, XXXX through July 11, XXXX with options to renew for four 12-month periods beginning July 12th and ending July 11th, annually.

10.0 PLACE OF PERFORMANCE

[Complete using one of the samples provided or use your own wording as applicable]

The place of performance is _____.

<OR>

All work shall be performed at the contractor facility.

11.0 OPERATIONAL HOURS

[Complete using one of the samples provided or use your own wording as applicable]

Work will be performed ____ hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

<OR>

Work will be performed ____ hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

Shift Work: ____ No ____ Yes ____ M ____ Tu ____ W ____ Th ____ F ____ Sa ____ Su

On-Call: ____ No ____ Yes

12.0 OVERTIME

Overtime is: ☐ Not Authorized ☐ Authorized (complete Justification)

Justification: The Overtime hours are required to .

13.0 GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED

GFE Provided? ☐ No ☐ Yes

If Yes, the Government will provide the following GFE:

14.0 SAFETY ISSUES

Safety Issues? ☐ No ☐ Yes

If yes, the following safety issues that may affect performance:

Reimbursable Safety Equipment Required? ☐ No ☐ Yes

If yes, the anticipated amount is: Cost: \$

15.0 SECURITY CLEARANCE

Work under this Task Order requires the following minimum clearance (select one):

☐ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET (SCI)

16.0 REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

Travel or reimbursable expenses are required? ☐ No ☐ Yes

[If "Yes", complete for travel, conferences and training (to the degree possible) indicate the expected locations, frequency, and duration.]

The contractor will be required to travel to other locations in support of the tasks described in this Performance Work Statement (if conferences or training is required, list here and include a justification). Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the COR that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Joint Travel Regulation (JTR) and FAR 31.205-46. Materials and subcontracts will be reimbursed at actual cost, including allocable material handling costs, as applicable, in accordance with FAR 52.232-7 - PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS. [ADD OTHER CLAUSES HERE AS APPROPRIATE].

17.0 NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

18.0 GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR)

The government COR will provide general instructions on limitations and deadlines, and is responsible for the administration of the Task Order in compliance with the contract to include inspection and acceptance of deliverables.

19.0 INTERNATIONAL SERVICES

International Services Required? ___NO ___YES

If YES, Complete the information below for the type of support required-- otherwise delete all the text from here down:

_____ Permanent _____ TDY _____ Deployed

Country(s):

_____ Indicate if country has: SOFA ☐ MOU ☐ TRADE ACT ☐ or Other
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